Resume Writing & Interview
Overview

1. **SEARCH FOR RECRUITMENTS THAT INTEREST YOU**

2. **RESEARCH THE ORGANIZATION**

3. **TALENTS, SKILLS, AND ATTITUDES:**
   - Demonstrate your verbal/writing skills: Both at Resume & Interview Stages.
   - If practical, visit the organization before the interview:
     - Get copy of organizational structure & functional statements from website.
     - See how people dress/working conditions.
     - See how long it takes to get there/parking, etc.
   - Think before you talk: It's OK to take a minute to gather your thoughts.
     - Remember: It's WHAT you say, NOT how MUCH you say, that counts.
     - Ask about: Job tasks/benefits/working conditions/chances for advancement, etc. that you could not find in your research
   - Show yourself as a Self-starter/team player/service minded: Provide examples.
   - Demonstrate your problem solving skills: Jobs/mentoring/projects/papers, etc.
   - Be a Realist:
     - Not off in the clouds.
     - Reasonable career expectations: Don't have SESitis
   - Generalist vs Specialist: What do you want to do/what do they need?
   - Flexible vs demanding: Can you adapt to their needs?
   - Behavioral interview technique:
     - Be ready to get asked the same question several times in different ways
     - Have specific examples of accomplishments/demonstrations of your skills and abilities.
   - Interview: Demonstrate ability/knowledge/concern over:
     - Teamwork
     - Customer Care
     - Cost Control
     - Schedules
     - Quality
   - Indicate demonstrated experience in areas related to the job you are seeking if you don't have direct experience for that job.

QUOTE FROM BENJAMIN FRANKLIN:

"If you FAIL to PREPARE, then you must PREPARE for FAILURE"